



## 2012 PIT-EXT, *Extension Payment Voucher*, Checklist

- ☐ Are name(s) and address complete, correct and legible?
- ☐ Are social security number(s) legible?
- ☐ Are social security number(s), "PIT-EXT", and the correct tax year written on your check?
- ☐ Did you select the PIT-EXT for the correct tax year for which you are making the payment?
- ☐ Did you mail your PIT-EXT and check to the address on the payment voucher?
- ☐ Did you sign and **include your check**?
- ☐ Have you attached Form RPD-41096, *Application for Extension of Time to File*, or otherwise submitted a timely request for a New Mexico extension? This form can be downloaded from TRD's web site at [www.tax.newmexico.gov](http://www.tax.newmexico.gov), select "Forms and Publications". If you obtained a federal automatic extension, you do not need to file Form RPD-41096 unless the requested extension period extends beyond the time allowed by the federal automatic extension.
- ☐ Are you using the correct form?
  - **Form 2012 PIT-EXT**, *Extension Payment Voucher*, is used by taxpayers who have obtained a federal automatic extension or a New Mexico extension, who expect to owe tax on the 2012 PIT-1 return and wish to make a payment towards the liability to avoid the accrual of interest.
  - **Form PIT-PV**, *Return Payment Voucher*, is used by taxpayers when making a payment towards a 2012 PIT-1 return that has been filed or is filed at the time the payment is made.
  - **Form PIT-ES**, *Estimated Payment Voucher*, is used by taxpayers making an estimated payment towards the current year tax liability.

**SUBMIT ONLY HIGH-QUALITY PRINTED, ORIGINAL FORMS TO THE DEPARTMENT.** Do not photocopy. When printing the document from the Internet or a software product, the printer setting, "Page scaling" should be set to 'none' to prevent resizing. The payment vouchers are processed through high-speed scanners and a quality form ensures your payment is processed accurately. **Do not cut the bottom portion of the voucher except where indicated--cut on the dotted line only.** If your voucher has a scanline, do not write in the area around the scanline. The scanline is located within the bottom 1-1/2 inch of the voucher. The Department receives a large amount of payment vouchers WITHOUT the check or money order. **Please ensure you submit the payment with the payment voucher.**